

## **7.4 Committee Chair Responsibilities**

Committee chairs guide and oversee the responsibilities of the committee. They have great influence over the success of the committee. Their specific responsibilities include the following:

**MEETINGS:** Schedule and conduct meetings.

Notify office of meeting times to be included on church calendar.

Determine and distribute agenda for meetings.

Write and distribute minutes to committee members and Board liaison.

**ANNOUNCEMENTS:** Announcements should be submitted to the office by:

Monday 9 AM for distribution in *UU Connections*,

Thursday 9 AM for inclusion in the order of service,

and the 18<sup>th</sup> of each month to be included in *The Herald*.

Live announcements: Sign up with the Office Manager to reserve a spot during the Sunday service for your committee's live announcement.

**BUDGET:** Monitor committee budget.

All purchases for your committee must be approved by the chair. You have "Request For Reimbursement" forms in your finance section.

Submit proposed budget for next fiscal year (usually December/January)

**COMMUNICATION WITH LEADERSHIP:**

Confer monthly with the committee's Board liaison prior to Board Meetings.

Participate in Committee Council meetings (2-3 times per year).

**COMMITTEE MONITORING:** Train committee members and monitor committee work.

Contact Volunteer Coordinator and/or Board Liaison with volunteer concerns.

Committee Chairs has complete job descriptions in your Leadership Manuals for all volunteer tasks of your committee.

Help to identify potential leadership within your committee for continued success of the committee. Work with Volunteer Coordinator in selecting vice-chair/successor.

Monitor completion of goals and activities as noted in the strategic plan and annual reports.

Prepare year-end annual report and submit to Vice President in the spring.

Check mailbox at church regularly.